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A PLAN FOR EXPANSION AND DEVELOPMENT OF EDUCATION DEPARTMENTS OF FLORIDA DIVISION OF CORRECTIONS, IN COOPERATION WITH FLORIDA STATE UNIVERSITY ADULT EDUCATION DEPARTMENT.

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THE PLAN FOR EXPANSION AND DEVELOPMENT OF EDUCATION PROGRAMS IN CORRECTIVE INSTITUTIONS IS ORGANIZED INTO FIVE TIMED PHASES TO BE COMPLETED IN THREE YEARS. A CHART REPRESENTING THE PROGRAM, AFFILIATED RESEARCH AND AGENCIES DELINEATES PLANNED ACTIVITIES. PHASE ONE (15 WEEKS) WILL SURVEY EXISTING PROGRAMS (VOCATIONAL AND ACADEMIC FACILITIES, STUDENT-TEACHER RATIO, CURRICULUM, AND

AGENCIES WILL HELP DETERMINE PRESENT AND FUTURE NEEDS. PHASE TWO (36.5 WEEKS), CONSIDERED THE MOST IMPORTANT ELEMENT OF THE PROGRAM, WILL DEVELOP A RECOMMENDED SCHOOL PROGRAM BASED UPON STANDARDS FOR ACCREDITATION AS AN ADULT EDUCATION CENTER. MANY ASPECTS DETERMINED IN THIS PHASE WILL BE ASSIGNED TO INSTITUTIONS IN PHASE THREE (SIX-NINE MONTHS) AS PILOT PROJECTS TO EVALUATE THE FEASIBILITY FOR INCORPORATION INTO PROGRAMS. THE FINAL PHASE (ONE YEAR) WILL PUT ALL PROVEN AND ACCEPTABLE PILOT PROJECTS, RECOMMENDATIONS, AND SUGGESTIONS INTO OPERATION. EDUCATION PROGRAMS OF SEVEN FLORIDA INSTITUTIONS ARE CITED AND INCLUDE SUCH PROJECTS AS--FREE COLLEGE CORRESPONDENCE COURSES, VOCATIONAL AND ACADEMIC PROVISIONS, STATE-FUNDED LIBRARY SUPPORT, AND CIVIL DEFENSE COURSES. INMATE CAPACITY, STAFF POSITIONS AND INMATE PUBLICATIONS ARE ALSO INCLUDED. (PT)

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A Plan for Expansion and Development of Education Departments of Florida Division of Corrections

In Cooperation with Florida State University - Adult Education Department

Florida Division of Corrections

L. L. Wainwright, Director

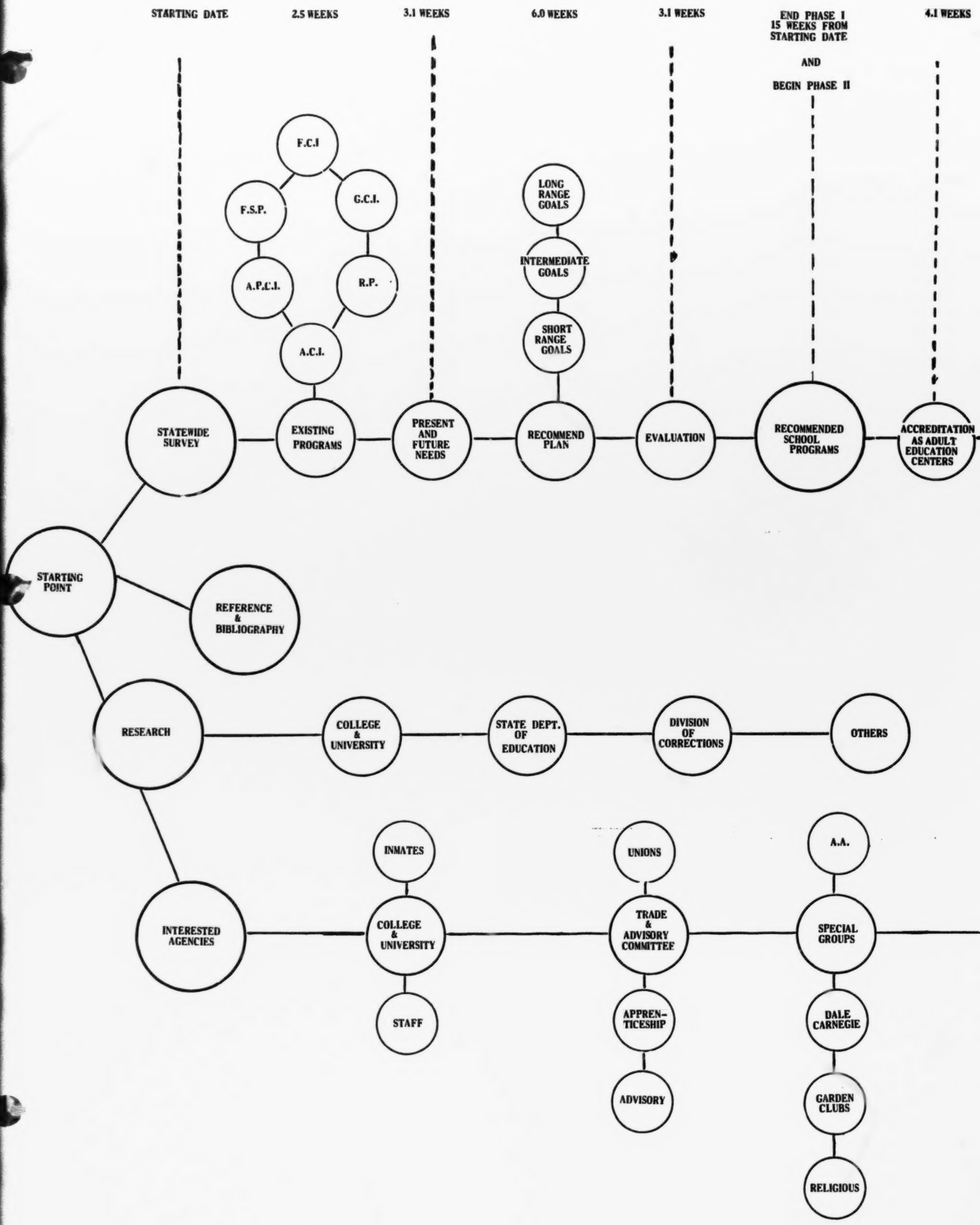
D. D. Bachman, Deputy Director for Inmate Treatment

A Plan for Expansion and Development of Education Departments of Florida Division of Corrections In Cooperation with Florida State University Adult Education Department

Prepared by D. K. Endwright

Educational Coordinator

June 6, 1967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LONG RANGE GOALS
INTERMEDIATE GOALS
SHORT RANGE GOALS
STATEWIDE SURVEY
EXISTING PROGRAMS
PRESENT AND FUTURE NEEDS
RECOMMEND PLAN
EVALUATION
RECOMMENDED SCHOOL PROGRAMS
ACCREDITATION AS ADULT EDUCATION CENTERS
STARTING POINT
REFERENCE & BIBLIOGRAPHY
RESEARCH
COLLEGE & UNIVERSITY
STATE DEPT. OF EDUCATION
DIVISION OF CORRECTIONS
OTHERS
INTERESTED AGENCIES
INMATES
COLLEGE & UNIVERSITY
STAFF
UNIONS
TRADE & ADVISORY COMMITTEE
APPREN-TICESHIP
ADVISORY
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SPECIAL GROUPS
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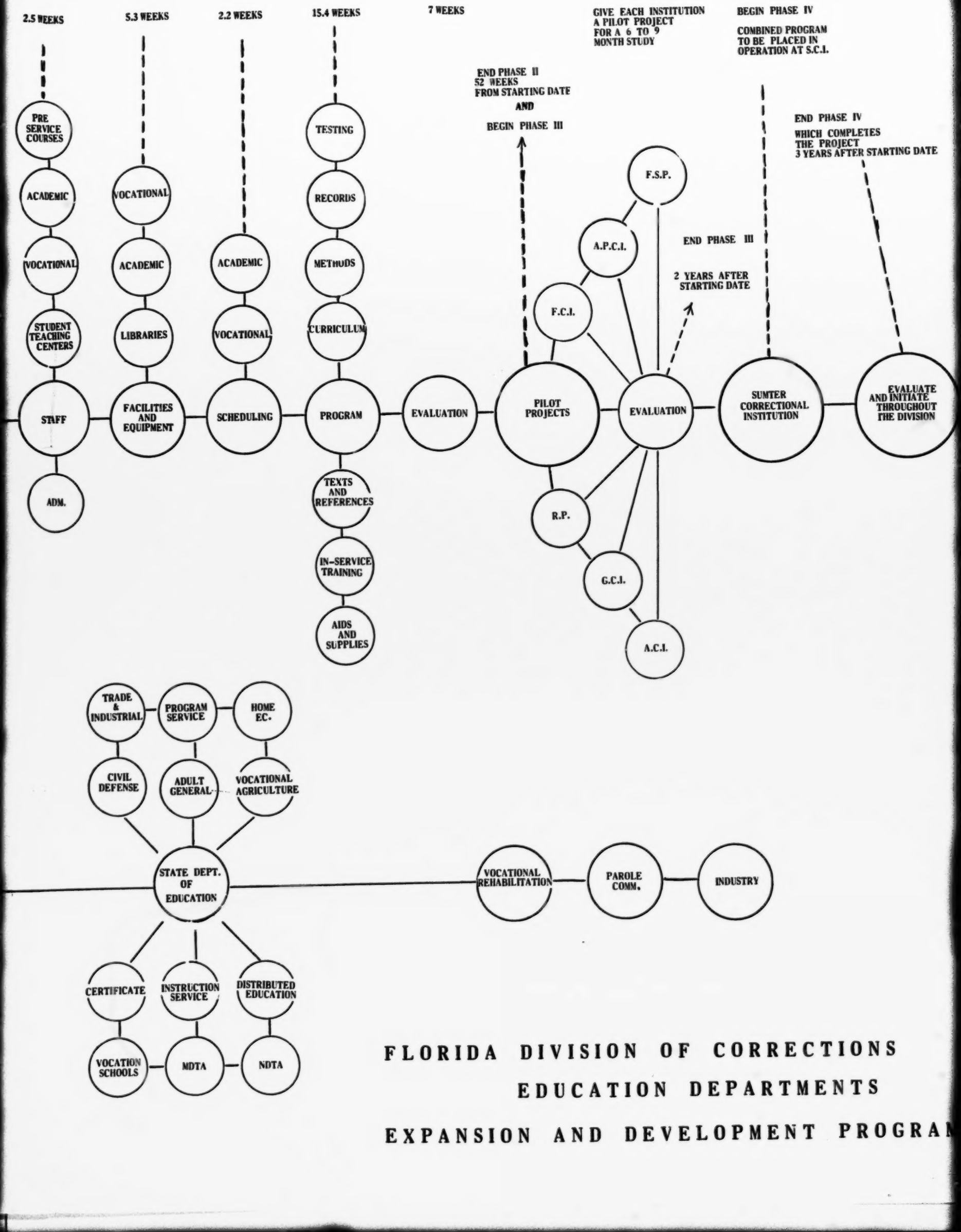

FLORIDA DIVISION OF CORRECTIONS

EDUCATION DEPARTMENTS

EXPANSION AND DEVELOPMENT PROGRAM

Subject Page

1. Division Plan for Expansion and Development of Education Departments

2. Personal Views and Ideas

3. Major Projects in Process

4. General Standardized Procedures Throughout Education Departments of all Major Institutions

5. Brief Recap of Educational Programs

   a. Apalachee Correctional Institution
   b. Avon Park Correctional Institution
   c. Florida Correctional Institution
   d. Florida State Prison
   e. Glades Correctional Institution
   f. Road Prisons
   g. Santa Fe Correctional Farm

Florida Division of Corrections

Education Departments

Expansion and Developmental Plan

A. Statement of Purpose, Objectives and Need

1. Purpose

To provide for the inmate the agents (teachers) and agencies (schools) that will properly motivate and bring about necessary changes that should lead to appreciation of adult learning and adult education. This program should provide the academic and vocational training necessary for the inmate to support and care for himself and his responsibilies after release from prison.

2. Objectives[1]

a. Establish guidelines and procedures to assess the effectiveness and provide for the improvement and expansion of adult academic and vocational education

b. Develop new programs and re-orient, as necessary, on-going programs to meet the needs of the changing employment opportunities

c. Meet the need for adequate financing for the operation of adult academic and vocational education as well as providing the physical facilities for carrying on these programs

d. Assist the inmate to develop the necessary appreciations, attitudes, abilities, skills and understandings essential for the fulfillment of occupational, social and civic responsibilities

e. Provide continued leadership and services in the development and implementation of programs having the greatest occupational, social, civic, economic and cultural value for youth and adults for as long as benefit can be derived

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[1]Assistance received from Trade & Industrial Section of the Florida State Department of Education in deriving at objectives.

f. Initiate, encourage and support continuing efforts in programs of research, experimentation, innovation and dissemination

g. Provide the framework for continued evaluation of total program effectiveness

h. Provide leadership in staff functions by initiating, promoting, and supporting pre-service and in-service education for all instructors

3. Need

"Although more than 100,000 persons leave Federal and State prisons each year, few of them receive the kind of training, while in prison, which would enable them to compete successfully for jobs."[1]

"Of the inmates received by the Florida Division of Corrections in the 1965-66 fiscal year, 51.45%, or more than half, were 25 years of age or less. Research studies have consistently shown that the younger a person is when first arrested or convicted, the larger the number of felony crimes that he will commit during his entire lifetime. Of this group, 60.45% were first offenders. These are the ones that can benefit the most, who can still remold their lives, who still have the chance to learn an honest skill if given the opportunity."[2]

In the past most prison academic schools were established by guidelines used in public elementary and secondary schools and very little interest and thought had been placed in vocational training. It was accepted by most that the inmate could learn enough

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[1]Bulletin #8, Manpower Research, April, 1966, Training Needs in Correctional Institutions.

[2]Division of Corrections Research Studies, Charles Eichman, 1967.

about the trade by just being exposed to the prison work.

In recent years there has been increasing interest placed on academic and vocational education of the inmates; however, there seems to be a wide variety of ideas on what is the best approach. To date research studies have not been able to clearly define the effect of education toward rehabilitation.

It was decided that a long range expansion and development program be studied so as to determine the direction the Florida Division of Corrections should advance in the field of inmate education.

B. Documentation of PERT Chart

PERT is the Program, Evaluation and Review Technique developed and used by military personnel and recently adopted for education. This chart is divided into four phases covering three years:

Phase I	- Survey	-	15 weeks
Phase II	- Recommendation	-	36.5 weeks
Phase III	- Pilot Projects	-	six to 9 months
Phase IV	- Trial Program	-	twelve months

1. Phase I - Time schedule: 15 weeks

a. Start the program by conducting a statewide survey of the existing programs at:

Apalachee Correctional Institution
Avon Park Correctional Institution
Florida Correctional Institution
Florida State Prison
Glades Correctional Institution
Road Prisons

The survey is to include the present:

(1) Number of authorized educational personnel

(2) Qualifications of educational personnel

(3) Ratio of students to teacher

(4) Facilities - academic, vocational and libraries

(5) Programs - academic and vocational

(6) Curriculum

(7) Scheduling of classes and training - academic and vocational

(8) Study and reference books

(9) Classroom text and workbooks

(10) Number of inmates served during a year

(11) Number of high school graduates

(12) Record system

(13) On-Job-Training areas
Number of Certified Instructors
Number of Approved Course Outlines
Number of Vocational Certificates Awarded

(14) Types of Special programs such as
Dale Carnegie
Civil Defense
Operation Teenager

(15) Amount of budget

b. After completing the survey, this information will be used to determine the present and future needs of inmate education programs within the Division of Corrections. To determine these needs, various agencies will be called upon to offer assistance:

(1) Colleges and universities

(2) Trade and advisory committees

(3) Special groups such as Dale Carnegie, Garden Clubs, AA

(4) Various agencies of State Department of Education

(5) Vocational rehabilitation

(6) Employment services

(7) Probation and Parole Commission

(8) Industry

c. Based on the present and future needs a Recommended Plan would be developed. This plan would include:

(1) Short range goals

(2) Intermediate range goals

(3) Long range goals

d. After completing the Recommended Plan, an extensive evaluation period would be established for key personnel of the Division of Corrections and various advisory groups appointed by interested agencies.

2. Phase II - Time schedule: 36.5 Weeks

Based on completion of Phase I, develop a Recommended School Program to include:

a. Accreditation as Adult Education Center. Meetings to be held with personnel of:

(1) Adult Education Departments of universities and colleges

(2) State Department of Education

Adult General

Certification

Accreditation

Program Services

Trade and Industrial

Distributive

Vocational Agriculture

Home Ec

Instructional Services

(3) Various Adult and Vocational Centers such as:

Lindsey Hopkins - Miami

Brewester - Tampa

Lively Tech. - Tallahassee

Tomilson - St. Petersburg

Accreditation is the most important element of this entire program. This accomplishment would put the Division of Corrections in excellent standing in the field of education as there are presently less than twelve accreditated adult education day centers in the State of Florida.

b. The second step in studying accreditation would be to determine the standards necessary for the Education Staff.

(1) School administration

(2) Academic instructors

(3) Vocational instructors

(4) Counselors

(5) Librarians

(6) Physical Education and Recreation

Determine what Pre-Service and In-Service Training is necessary by receiving recommendations from colleges, universities and various departments of the State Department of Education such as:

Annual course work in Behavior Sciences and Adult Education by having special workshop sessions

Also get approval from the universities for the school to be an approved Student Teaching Center with the staff being qualified to supervise interns.

c. The third step in studying accreditation would be to determine the standards necessary for Facilities and Equipment in areas of:

(1) Academic education

(2) Vocational education

(3) Library services

Meetings would be held with personnel of:

(1) Colleges and universities

(2) Advisory committees from the various trades

(3) Various departments of the State Department of Education

(4) State, county and city librarians

(5) Industry

(6) Adult and Vocational Education Centers

d. The fourth step in studying accreditation would be to determine the standards necessary for scheduling the academic and vocational classes during the week, month and school year

e. The fifth step in studying accreditation would be to develop the many elements of a program

(1) Curriculum

Graded vs non-graded vs modified non-graded

Issue diplomas by credit or utilizing the GED

(2) Test and references

Recommended adult material

(3) Methods and new programs

Compulsory vs voluntary attendance

Closed circuit TV

Educational TV

Programmed instruction

Computerized education

Central film and visual aid library

Driver education

Science and biology laboratories

(4) Aids and supplies

(5) Records

Standardized record folders

(6) Testing

Academic achievement

Vocational aptitude

I.Q.

G.E.D.

(7) In-service training

All agencies listed on the chart under Interested Agencies would offer assistance in developing these elements of the program.

The final step in school accreditation would be a very extensive evaluation of the Phase II by key persons of the Division of Corrections and advisory committees of all interested agencies.

3. Phase III - Time schedule: six to nine months

a. After evaluating Phase II, many aspects of the phase will be assigned to the institutions for pilot projects. Each of the major institutions and several road prisons would try some of the suggested recommendations.

b. An evaluation will be conducted for each pilot project as to its merits and feasibility to function in a penal education program.

4. Phase IV - Time schedule: One year

All proven and acceptable pilot projects, recommendations and suggestions from the entire two years planning period will make up the educational program for Sumter Correctional Institution scheduled to open for academic and vocational training after July, 1969.

After a one year trial period, this entire operation would be evaluated to determine the merits and feasibility of making all school programs of major institutions within the Division of Corrections Accreditated Adult Education Centers.

David K. Endwright
Educational Coordinator

Personal Views and Ideas for
Division Plan for Expansion and Development
of Education Departments

1. The schools should be accredited as Adult Education Centers by the Florida State Department of Education.

2. The schools should receive sufficient budget to employ staff, provide facilities, equipment and supplies to meet accreditation standards.

3. Academic

   A. Teachers

      (1) Student-teacher ratio to be the same as regular adult schools

      (2) To be certified

      (3) To have had course work in adult education

      (4) To receive sabbatical leave for additional course work

      (5) Salary to be higher than public school teachers bacause of a twelve month work year and the need for preparation in Special and Adult Education

   B. Program

      (1) The school should operate eleven months a year with the twelfth month being used for vacations, revamping school facilities and equipment, ordering supplies and equipment

      (2) The program should be on a modified non-graded curriculum such as:

      0.0 to 3.9 grades - Primary

      4.0 to 6.9 grades - Intermediate

      7.0 to 8.9 grades - Advanced

      9.0 through 12th grades - High School

(3) Program to be continuous and not restricted by semesters, quarters or trimesters. Student to be assigned to school and graduate as the need develops.

(4) Individual type instruction allowing student to advance at his own rate of speed. Classroom type lectures to be held to a minimum.

(5) Develop new patterns and goals necessary in adult education rather than following traditional patterns and goals of elementary and secondary public schools.

(6) Enrollment

All inmates who can benefit and do not have a high school education should be assigned to academic school on a one-half day basis. Four hours a day is sufficient time for the adult student to be assigned to a classroom because in most cases the amount learned will be as great as in eight hours.

Upon reaching the eighth grade level the inmate should be assigned to vocational training on a one-half day basis. After completing high school the inmate should be assigned full time to vocational training.

(7) New programs

Each institution should do continuous research and make plans for initiating new programs such as:

(a) Establishing chemistry, biology and general science laboratories

(b) Driver education program

(c) Computerized and program instruction

(d) Closed circuit TV

(e) A central audio and visual aids library, possibly at Florida State Prison

(f) A separation of libraries

Staff library

School library

Institution library

(g) New positions

School counselors

Librarians

Music instructors

Test administrators

Driver education instructor in youth institutions

(8) Standardized Record System

(9) Continue to use the State of Florida GED. There is excellent public acceptance of the GED throughout the state and nation and no indication is made that the graduate received this diploma in prison.

(10) Arrangements should be made between Division of Corrections and Division of Junior Colleges for courses to be offered at the institutions and the course selection such that a two-year certificate would be awarded upon completing the prescribed requirements.

(11) Florida universities should provide correspondence courses at a nominal fee to qualified inmates at all institutions.

4. Vocational (On-Job-Training)

A. Shop instructors

(1) Should be certified by the State Department of Education with the Part-Time Trade and Industrial Certification

(2) Should receive annual in-service training courses

(3) Training supervision of the instructors should be by the school principal

B. Vocational Training Coordinator

Each institution should have this position directly responsible to the school principal with duties to coordinate the OJT program and to assist the shop instructors. He should have at least a four year degree with industry work experience.

C. Teacher Trainer

Full time qualified teacher with experience in trade and industrial education to conduct annual in-service training programs for each institution's shop instructors. He would also assist in the development of teaching material and aids.

D. Course Material Specialist

Employ on a part-time basis an educator to develop vocational course outlines, lesson plans, job sheets and related material for the shop instructors.

E. Conduct of Program

(1) Develop one course outline for each training area designed for the future employment needs of the ex-inmate in society. Once an outline has been developed it would be used by all institutions desiring to teach that trade. Primary reason for this being that if an inmate starts a course in one institution and is transferred to another institution, his training need not be interrupted.

(2) Course outline should be approved by the State Department of Education.

(3) The inmate that completes training, taught by a certified instructor, following a state approved vocational course outline, should receive a Certificate of Achievement from the State Department of Education.

F. Type of training

The purpose of this training is to prepare the inmate to gain and hold employment in society after release from prison. Most of the courses should be set up as one year OJT designed to give good basic knowledge of the skill.

G. Advisory Committee

An advisory committee should be formed for each trade training program. The committee should offer assistance in the form of advisement on course outlines, teaching methods, training equipment, supplies and employment needs.

H. Trade workshops

The shop instructors should attend annual workshop conducted by representatives of their respective trades designed to bring instructors up to date on new equipment and training methods.

I. Unions

Closer relationship should be established with the unions so that more programs could be recognized. The goal of this program should be for a trainee upon release to be accepted in any location based on the amount of training received and abilities to preform the skill.

5. Vocational Training within the school complex

Vocational courses should be established and advanced within the school plant with students being assigned on a half day basis similar to the comprehensive high school.

6. Prison Industry

Only those industry skills acceptable to employment in society should be retained. From the educator's viewpoint the only justification for an industry program is for vocationally training the inmate. The amount of profit or number of work hours per week should not influence the training program.

7. Library Services

A. Objective

The library should be planned as a goal-oriented activity allowing the inmate to pursue a goal of his choosing that might prepare him for a useful place in society.

B. Libraries

(1) Facilities - There should be sufficient space to allow for the display of various types of reading material.

(2) Budget - Funds should be budgeted to adequately support the library.

(3) Staff - Each institution should employ a full or part time qualified librarian.

(4) Time of operation - Evening hours, weekends and holidays

(5) Types of programs made available through libraries

(a) recreational reading

(b) educational reading

(c) catalogue and/or index system

(d) films, audio tapes, slides, pictures

(e) special interest reading

(f) hobby information

(g) current events, newspapers, magazines, journals, brochures

(h) fiction, non-fiction, references

9. Education and Libraries in Small Institutions

A. Education

(1) Staff

(a) A full time Supervisor of Education working under the supervision of the Superintendent of Road Prisons

(b) One full time teacher per Road Prison District responsible for standardized and GED testing, recording educational information on Education Record Folders, ordering books and supplies and advising and assisting the assigned part time teachers from the local county schools

(c) Part time teachers would be assigned to teach up to six hours a week. It is recommended that three teachers be assigned to each institution for a twelve month year.

(2) Academic Program

The academic program should be conducted on a twelve month schedule with no restrictions such as semesters. A modified, non-graded curriculum should be used on a compulsory, part time basis for all inmates not having a high school education.

(3) Vocational Training

One vocational training program should be established in each institution on a part time basis with the instructor provided by the local school system.

B. Libraries

(1) Facilities - There should be sufficient space to allow for the display of various types of reading material.

(2) Budget - Funds should be budgeted to adequately support the library.

(3) Time of operation - Evening hours, weekends and holidays

(4) Types of programs made available through libraries

(a) recreational reading

(b) educational reading

(c) catalogue and/or index system

(d) films, audio tapes, slides, pictures

(e) special interest reading

(f) hobby information

(g) current events, newspapers, magazines, journals, brochures

(h) fiction, non-fiction, references

Major Projects in Process

1. Free college correspondence courses for inmates. Project started early part of 1964. Presently waiting on approval of Board of Regents.

2. Specialist to develop vocational course outlines. Mr. B.J. Nelms, who recently retired from the State Department of Education, has been contracted to develop a course outline for each trade training area.

3. A long range study for a "Plan for Expansion and Development of Education Departments of the Division of Corrections" is being conducted.

4. A grant proposal is being prepared for Florida State University to conduct a three week course in 1968 for institutional teachers. Purpose of this workshop is to develop material and aids to be used by prison teachers.

5. A Manpower Development Training project for Apalachee Correctional Institution has been proposed. Total cost of the project is $517,144 over a two-year period.

6. Library Services Act. A Federal supported grant funded through the State Library. Purpose is to improve library services within institutions.

7. Printing Trade Advisory Committee. A committee recently formed as a pilot study. This committee will advise Florida State Prison on necessary training methods, equipment, facilities, supplies and future employment needs.

8. Establishing Civil Defense type courses in all major institutions and road prisons.

9. Employment on a part-time basis of a Teacher-Trainer. This person would conduct method of instruction classes for the shop instructors at each institution. This program has been approved by the Director; however, a qualified teacher has not been located.

10. Develop Academic and Vocational Program at Sumter Correctional Institution.

11. Develop and write a Directive on Education for the Division of Corrections.

General Standarized Procedures Throughout Education

Departments of all Major Institutions

1. GED

All institutions are approved GED testing centers. During the last fiscal year the following number of GED's were earned:

Apalachee Correctional Institution	-	114
Florida State Prison	-	80
Glades Correctional Institution	-	50
Florida Correctional Institution	-	15
Avon Park Correctional Institution	-	11
Road Prisons and Santa Fe Farm	-	94
		364

To date, the following GED's have been earned

Apalachee Correctional Institution	-	1046
Florida State Prison	-	281
Road Prisons	-	269
Avon Park Correctional Instituion	-	122
Florida Correctional Insti tution	-	113
Glades Correctional Institution	-	83
		1924

2. Curriculum

All institutions use the modified non-graded curriculum as follows:

0.0 to 3.9 grades - Primary

4.0 to 6.9 grades - Intermediate

7.0 to 8.9 grades - Advanced

9.0 to 12 grades - High school

3. Testing

All institutions use a standardized achievement test for grade placing. The tests most commonly used are:

(a) Stanford Achievement

(b) Gray Votaw Rogers Achievement Test (GVR)

(c) California Achievement

All institutions are authorized to use the GATB Vocational Aptitude Test.

4. Vocational On-Job-Training

All institutions are involved in OJT program.

Procedure

(a) Shop instructors to be certified by the State Department of Education - over fifty (50) are certified

(b) Vocational Course Outline is to be approved by the State Department of Education. Twenty-seven (27) outlines have been approved in nineteen different trade areas.

*In the process of up-grading these courses and elimination of duplicate courses.

(c) Vocational Certificates are to be awarded to inmates by the State Department of Education. To date, 101 have been issued.

5. Staff

All institutions have a Supervisor of Education. The number of academic and vocational positions varies among institutions. All education personnel are required to meet State of Florida Certification standards.

6. Schedule of Classes

All institutions offer day school assignments to their inmate population. The number of student hours per week depends on the number of teachers and amount of classroom space.

7. Budgets

All schools have a prepared General Revenue Budget in addition to funds from the Inmate Welfare Funds.

8. Record System

All institutions utilize the Division of Corrections Inmate Educational Folder.

9. Inmate Publications

All schools supervise or sponsor the inmate publications.

10. Libraries

All schools supervise the institution libraries. All libraries use either the Dewey decimal system or card index system.

11. Visual and Audio Aids

All schools utilize these aids extensively. All use the "Educators Guide to Free Films" for ordering educational films.

12. Printing

All schools supervise the institutional printing program so as to insure proper training of the assigned inmates.

Apalachee Correctional Institution

East Unit - 600 inmates capacity

West Unit - 260 inmates capacity

1. Staff Positions

   a) Supervisor of Education

   b) Vocational Instructor - 1

   c) Psychologist - 1

   d) Academic Instructors - 10

   e) Physical Education Instructors - 2

2. Enrollment

   Averages near 300 in academic day school. Inmates are on a half time academic and half time vocational training program. Example: One week a student will attend academic classes three full days and vocational training two full days; the next week he will attend academic classes two full days and vocational training three full days. Night classes are available on a voluntary basis.

3. Curriculum

   A modified non-graded curriculum is used allowing the student to advance at his own rate of speed. There are no inmate instructors in this academic program. The State of Florida GED is used as the diploma awarded to graduates. Last fiscal year 114 GEDs were earned, bringing the total to 1046 earned since the program started in 1952.

4. Vocational (On-Job-Training)

   All inmates in the institution are involved in some form of OJT. Those who have not completed high school are involved on a half and half basis while those who have graduated from high school are involved full time.

Twenty-seven shop instructors have been certified to teach their trade. Four vocational course outlines have been approved by the State Department of Education. Twelve inmates have received the State Department of Education vocational Certificate of Achievement.

5. Apprenticeship Program

   Supervised by the Apprenticeship Board of the Florida Industrial Commission. Program has now advanced to the point that a trainee upon release from Apalachee Correctional Institution may be picked up at the level of accomplishment by the Apprenticeship committees in various communities in Florida.

6. Vocational Program within the school complex

   (a) Horticulture and Landscaping

   (b) Graphic Arts

7. Manpower Development Training Project - a half million dollar Federal project proposed over the next two years. This will train 240 inmates in eight employment areas using new and developmental techniques and methods. (Project submitted for approval)

8. Library

   Over 8,000 volumes of reference and leisure time reading.

9. College Courses

   Last school year there were four courses offered for credit to about 90 inmates

10. Inmate Publication

    Apalachee Diary - quarterly - 600 circulation

11. Physical Education and Recreation

    a) Intramural program

    b) Physical Education

    c) Leisure Time Activities

    d) After work program

12. Music Program

    Part of the school curriculum.

13. Facilities

    Presently in the process of constructing a new school building that will be one of the finest in any correctional institution.

14. Civil Defense and First Aid courses are given monthly.

Avon Park Correctional Institution

650 Inmates Capacity

1. Staff Positions

   a. Supervisor of Education

   b. Vocational Training Coordinator

   c. Academic Instructor

2. Enrollment - Academic

   Average near fifty in full time academic school. Present trend is to one half day school and one half day trade training. Under this system the academic enrollment could advance to around 150 part time day students.

3. Curriculum

   A modified non-graded curriculum is used allowing the student to advance at his own rate of speed. Due to the limited teaching staff a large number of qualified inmates are used as instructors. The State of Florida GED is used as the diploma awarded to graduates. During the last fiscal year eleven GEDs were earned, bringing the total to 122 earned since this testing program started in 1960.

4. Vocational (On-Job-Training)

   Eight shop instructors have been certified by the State Department of Education to teach their respective trades. Eight vocational course outlines have been approved by the State Department of Education. Fifteen inmates have earned the State Department of Education Vocational Certificate of Achievement.

5. Vocational Program within school

   a. Graphic Arts

   b. Horticulture and Landscaping

c. When inmate instructors are available

(1) Office Machine Repair

(2) Hotel and Motel Operations

6. Library

Over 7,000 volumes of all types of reference and leisure time reading. This facility is in a separate building and available to the entire population.

7. College Courses

A number of inmates have received college credit by enrolling and completing correspondence study.

8. Inmate Publication

a. What's Up - a weekly publication bringing the inmate population and staff up to date on current activities - 500 circulation

b. The Dopester- a bi-monthly inmate publication - 850 circulation

9. Recreation

A separate department. Not supervised by the Education Department

10. Dale Carnegie Courses are offered regularly.

11. Facilities

The Education Department is housed in several areas

a. Offices, classrooms, testing room, visual and audio aid rooms are in three 20' x 100' buildings

b. Library is in a separate building inside the compound

c. Print Shop is in a separate building outside the compound

d. Nursery and Horticulture located outside the compound

Florida Correctional Institution

Female Unit - 350 Inmates

Male Unit - 200 Inmates

1. Staff Positions

   a. Supervisor of Education

   b. Academic Instructors - 2

2. Enrollment

   An average of nearly 100 women attend academic classes on a part-time basis; however, due to the institution's policy against using inmate instructors and the shortage of teaching positions, the women attend school only one hour a day.

   About fifteen men attend academic classes in the evening conducted by an instructor provided by the local Junior College.

3. Curriculum

   A modified non-graded curriculum is used allowing the student to advance at his or her own rate of speed. The State of Florida GED is used as the diploma awarded to graduates. Last fiscal year the female unit received thirteen GEDs while the male unit received two, bringing the total to ninety-six for the female unit and seventeen for the male unit since the testing program started in 1958.

Vocational (On-Job-Training)

Three training instructors of the female unit have been certified to teach their respective trade, but no teaching certifications have been awarded to instructors at the male unit. No vocational course outlines have been written at FCI; however, they use a Food Service Course

written by another institution. Fifteen women inmates have received Certificates of Achievement from the State Department of Education.

4. Vocational Program within the School

   a. Business Course - Course outline has been approved by the State Department of Education and twelve inmates received Certificates of Achievement.

   b. Beauty Salon

   c. Printing

5. Library

   Nearly 3,000 volumes of reference and leisure time reading.

6. Inmate Publication

   a. Fla-Co-Lo -- Quarterly -- 258 Circulation

   b. Lowell Times -- Quarterly -- 55 Circulation

7. Recreation

   Separate department

8. Music Program

   a. Music appreation

   b. Choir

   c. Variety shows

9. Dale Carnegie

   One Dale Carnegie class was conducted for over twenty women.

10. Facilities

    The school is housed in a modern type building.

Florida State Prison

1. Staff Positions

   a. Supervisor of Education

   b. Vocational Ag. Instructor

   c. Vocational Training Coordinator

   d. Academic Instructors - 6

2. Enrollment - Academic

   An average of 230 inmates are assigned full time to academic school. Some inmate instructors are used to assist the academic teachers.

3. Curriculum

   A modified non-graded curriculum is used allowing the inmate to advance at his own rate of speed. The State of Florida GED is used as the diploma awarded to graduates. Last fiscal year 80 GEDs were earned, bringing the total to 281 earned since the testing program started in 1960.

4. Vocational (On-Job-Training)

   Seven shop instructors have been certified by the State Department of Education to teach their respective trade. Thirteen vocational course outlines have been approved by the State Department of Education. Forty-one inmates have received the State Department of Education Vocational Certificate of Achievement.

5. Vocational Program within the School

   a. Horticulture

   b. Graphic Arts

   c. Office Machine Repair

   d. General Machine Shop

   e. Furniture Refinishing

f. Electronics

g. Shoe Repair

h. Upholstery

i. Air Condition

An average of 110 trainees are assigned to the above training areas.

6. Inmate Publication

Raiford Record - Quarterly - 2,000 circulation. Awarded the best penal press publication for the year 1966.

7. Library

Almost 30,000 volumes of reference and leisure time reading.

8. Advisory Committee-

A Graphic Arts Advisory Committee has been formed to advise FSP on training course, material, supplies, equipment and employment needs.

9. College Courses

Thirteen courses have been offered to over 300 inmates.

10. Recreation

Separate department

11. Music

A part of the school curriculum, supervised by a certified music instructor.

12. Facilities

Excellent facilities at both the Main Prison School and East Unit School.

Glades Correctional Institution

500 Inmate Capacity

1. Staff Positions

   a. Supervisor of Education

   b. Academic Instructor

   c. Recreation Instructor

2. Enrollment

   Average 40 full time day students with another 40 in the evening and GED study group classes. School is on a voluntary basis.

3. Curriculum

   A modified non-graded curriculum is used allowing the student to advance at his own rate of speed. Due to limited staff a number of qualified inmates are used as instructors. The State of Florida GED is used as the diploma awarded to graduates. Last fiscal year fifty GEDs were earned, bringing the total to eighty-three earned since the testing program started in 1962.

4. Vocational (On-Job-Training)

   Nine shop instructors have been certified by the State Department of Education to teach their respective trades. No vocational course outlines have been developed by GCI. However, they are using those approved for other institutions. Four courses are in progress.

5. Vocational Program within the school

   a. Printing

6. Library

   Over 1,000 volumes of reference and leisure time reading

7. Inmate Publication

   Do You Know - Weekly publication to keep staff and inmates informed of currect events within the institution.

8. Physical Education and Recreation

   Supervised by the Education Department. Very active sports and music programs.

9. Civil Defense & First Aid Courses are offered on a regular schedule.

10. Committee on Vocational Training

    A committee appointed by the Superintendent to advance and assist the efforts toward vocational training.

11. Facilities

    Recently moved into a new, very adequate academic building.

Santa Fe Correctional Farm

50 Inmates Capacity

1. The academic program is conducted in the evening hours by instructors provided by Alachua County and Santa Fe Junior College. All inmates not having a high school education are required to attend class. Last fiscal year one GED was earned.

2. Vocational training is conducted through On-Job-Training in many areas.

Education Programs in Process

Road Prisons

A. History

Present system was first started at Bartow Road Prison in the mid-fifties. For the past two years all road prisons have had an academic program during the school year.

B. Academic Program

(1) Teachers are provided by the local county school system through the State of Florida Minimum Foundation Program. Books and supplies are provided by the road prison Canteen Fund. The number of teachers varies from prison to prison, depending on the county school programs concerned. During this last school year there was an average of sixty-five (65) teachers working 250 hours a week in thirty-four (34) road prisons. There was an average of over 900 inmates enrolled in classes ranging from grades one through twelve. This is satisfactory; however, it should be expanded to insure two teachers for each road prison working six hours each a week for twelve months a year. If this program were financed from one central fund, the teachers' salaries alone would be approximately $110,000 a year.

(2) Teachers' Manual

During the past year an "Introductory Manual for Teachers in Road Prison Schools" was developed and printed. This manual will be made available as a guide for all road prison teachers.

(3) Standardized Achievement Testing

All road prisons utilize either the GVR or Stanford Achievement Tests in placing students in class.

(4) School is compulsory if the inmate does not have a high school diploma and there are teachers available.

(5) Classes are usually conducted in the Mess Hall. Need better facilities and equipment.

(6) The Division of Corrections inmate Educational Record Folder was initiated this past year for each inmate in school.

(7) Teaching Methods

Most road prisons utilize individualized instruction with the use of workbooks combined with group discussions.

(8) Educational Films

Most road prisons have access to 16 MM movie projectors and utilize the "Educators Guide to Free Films" for ordering and showing educational films on a regular basis.

(9) High School Graduates

During this past school year the Road Prisons graduated sixty-six (66) by the GED method and twenty-eight (28) by issuing credit, for a total of ninety-four (94) graduates.

To date (July 1, 1967) 162 have received the GED and 107 received diploma by credit for a total of 269 high school graduates.

C. Vocational Training

(1) Vocational courses are initiated through the joint efforts of Road Prisons and local school systems (high school and junior colleges). The school system provides the instructor and road prisons provides books and supplies from the Canteen Fund. Ininitiating a new course it is planned to be offered on an annual basis.

(2) Trainees may be transferred from one road prison to another for the

purpose of taking a course if his custody classification will allow. Upon completion of course they will be reassigned.

(3) Certificate of Achievement is given to each trainee completing the course by the school providing the teacher.

(4) Desire to have a course for each road prison.

(5) Shortcoming - Need better facilities, more training time, funds for supplies, equipment and books.

(6) Courses in operation

(a) Trowel Trades - Tallahassee

(b) Trowel Trades - East Palatka

(c) Trowel Trades - Fort Pierce

(d) Small Engines Repair - Gainesville

(e) T.V. and Radio Repair - Niceville

(f) Horticulture and Landscaping - Largo

(g) Woodworking - St. Augustine

(h) Auto Mechanics - Copeland

(i) Welding - Pompano Beach

(j) Major Appliance Repair - to start at Caryville in September or October

(7) The Welding course at Pompano Beach is conducted at the local vocational school. Inmates are taken to the school each Saturday. This has been very successful and it is planned to conduct the Major Appliance Repair course for Caryville at the new Vocational School, Chipley, in the same manner.

D. College Level Courses

During the last school year three college level courses were offered to inmates at Panama City and Fort Myers Road Prisons. To date, about seventy-five (75) inmates have received college credit for four courses offered at the above two road prisons. Inmates may be transferred to

these prisons to take the college courses.

E. Special Classes

Many inmates in various road prisons have received benefit of Dale Carnegie Courses, First Aid, Civil Defense Survival and Medical Self Help.

F. Libraries

Very weak in this area because of a lack of funds and space; however, most road prisons utilize the services of county book mobiles if available.

Largo Road Prison has acquired an 8' X 20' house trailer and converted this into a library.

THE LIBRARY OF
OCT 23 1967
CONTINUING EDUCATION